

CSLEPS Service-Leadership Team

Job Description
2009 – 2010



Position: Executive Director
Office Location: 3115 Talley Student Center
Phone Number: (919) 515-9248
Report To: Center for Student Leadership, Ethics & Public Service

Eligibility Requirements:

- All candidates must meet NC State regulation 11.55.6 on Student Leadership. Read more at: http://www.ncsu.edu/policies/student_services/campus_activities/REG11.55.6.php
- Preference will be given to rising juniors for the 09-10 and 10-11 academic year. Graduate students are welcome to apply as well.
- Beginning fall of 2010 candidates must be an active member of a CSLEPS committee for at least 1 semester to be eligible
- Experience / participation in leadership training and / or community service is desired but not required

Executive Directors Responsibilities

- Serve as the leader of the Service-Leadership Team and peer supervise the general members who will serve as a "director" of a specific theme area. Hold one-on-one meetings (bi-weekly) with each Director.
- The Executive Director will serve as the CSLEPS student representative at:
 - CSELPS weekly Staff Meeting (as schedule permits)
 - Student Centers Board of Directors monthly meeting
- Attend all Service-Leadership Team staff meetings
- Attend the Service-Leadership Team Fall Training and Spring Retreat
- Attend at least 1 theme committee meeting each semester
- Assist with the implementation of the performance appraisal process
- All members of the Service-Leadership Team will serve as CSLEPS ambassadors by working tabling events, information fairs, speaking to classes and clubs as needed.
- Serve as an extension of the CSLEPS full time staff by working major programs and events as needed (i.e.: Service NC State, Fall Ethics Speaker, Spring Role Model Leaders Forum, ASB Reveal & ASB Celebration Events, Butler Leadership Banquet, etc.)
- Support other committee's campus wide events and serve as an event staff person if needed.

Major Tasks:

- Plan Fall Training and Spring Retreat for Service-Leadership Team with Advisor
- Conduct weekly meetings of the CSLEPS Service-Leadership Team
- Support all 5 Theme Directors with programming planning and execution
- Build relationships with other students' organizations for sponsoring events and working together

Time Requirement: Approximately 8 - 10 hours per week. More hours may be required when major programs are facilitated. As available, the Executive Director will participate in Summer Orientation and theme committee recruitment. Return early for Fall 2010 training.

Skills Desired:

Administrative leadership, communication, listening, event planning, conflict management, time management, motivation, creativity, negotiation and delegation and having an open mind.

Advisors: Mike Giancola, CSLEPS Director / Tierza Watts, CSLEPS Associate Director

Stipend: \$2,600 (Spring & Fall 2010)

CSLEPS Service-Leadership Team

Job Description
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Position: **Director of Youth Programs**
Office Location: 3115 Talley Student Center
Phone Number: (919) 515-9248
Report To: Center for Student Leadership, Ethics & Public Service

Eligibility Requirements:

- All candidates must meet NC State regulation 11.55.6 on Student Leadership. Read more at: http://www.ncsu.edu/policies/student_services/campus_activities/REG11.55.6.php
- Preference will be given to rising juniors for the 09-10 and 10-11 academic year. Graduate students are welcome to apply as well.
- Beginning fall of 2010 candidates must be an active member of a CSLEPS committee for at least 1 semester to be eligible
- Experience / participation in leadership training and / or community service is desired but not required.

General Responsibilities:

- Attend all Service-Leadership Team staff meetings
- Attend the Service-Leadership Team Fall Training and Spring Retreat
- All members of the Service-Leadership Team will serve as CSLEPS ambassadors by working tabling events, information fairs, speaking to classes and clubs as needed. Serve as an extension of the CSLEPS full time staff by working major programs and events as needed (i.e.: Service NC State, Fall Ethics Speaker, Spring Role Model Leaders Forum, ASB Reveal & ASB Celebration Events, Butler Leadership Banquet, etc.)
- Support other committee's campus wide events and serve as an event staff person if needed.
- **Members will serve as a "director" of a specific theme area.**

Major Tasks:

Educate and raise awareness about youth issues in today's society including but not limited to: mentoring, education, college access, impact of poverty on educational achievement, tutoring, English as a second language in the school system, etc.

- Responsible for raising awareness, educating and promoting involvement with K-12 youth within the NC State campus community.
- Promote existing campus clubs and non-profit agencies related to K-12 youth and youth programs.
- Host at least one community service event with youth, per semester, open to the entire campus. If appropriate, some committees may choose to host a monthly service event.
- Chair the Youth Programs Committee (made up of any NC State student)
 - Recruit a minimum of 10 committee members
 - Plan and execute programs and events that meet student and community needs
 - Provide inclusive, interactive and educational opportunities and experiences
 - Recruit, train and support sub-committee chairs / program coordinators (for new and existing programs)
 - Lead special projects as assigned

Implement the follow Existing Programs and create sub-committees as needed:

- Fuller Elementary School
 - Kid's Night Out Volunteer Project (September / April)
 - 5th Grade Class Trip Scholarship Fund
- Martin Luther King, Jr. Service Challenge (January)
- National Make a Difference Day (October)

Skills Desired:

Administrative leadership, communication, listening, event planning, conflict management, time management, motivation, creativity, negotiation and delegation and having an open mind.

Time Requirement: Approximately 5 – 8 hours per week. More hours may be required when major programs are facilitated. Return early for Fall 2010 training.

Advisor: Tierza Watts, CSLEPS Associate Director

Stipend: \$2,600 (Spring & Fall 2010)

CSLEPS Service-Leadership Team

Job Description
2009 – 2010



Position: **Director of Hunger & Homelessness Issues**

Office Location: 3115 Talley Student Center
Phone Number: (919) 515-9248
Report To: Center for Student Leadership, Ethics & Public Service

Eligibility Requirements:

- All candidates must meet NC State regulation 11.55.6 on Student Leadership. Read more at: http://www.ncsu.edu/policies/student_services/campus_activities/REG11.55.6.php
- Preference will be given to rising juniors for the 09-10 and 10-11 academic year. Graduate students are welcome to apply as well.
- Beginning fall of 2010 candidates must be an active member of a CSLEPS committee for at least 1 semester to be eligible
- Experience / participation in leadership training and / or community service is desired but not required.

General Responsibilities:

- Attend all Service-Leadership Team staff meetings
- Attend the Service-Leadership Team Fall Training and Spring Retreat
- All members of the Service-Leadership Team will serve as CSLEPS ambassadors by working tabling events, information fairs, speaking to classes and clubs as needed. Serve as an extension of the CSLEPS full time staff by working major programs and events as needed (i.e.: Service NC State, Fall Ethics Speaker, Spring Role Model Leaders Forum, ASB Reveal & ASB Celebration Events, Butler Leadership Banquet, etc.)
- Support other committee's campus wide events and serve as an event staff person if needed.
- **Members will serve as a "director" of a specific theme area.**

Major Tasks:

Educate and raise awareness about hunger and homelessness issues in today's society including but not limited to: youth and family homelessness, Raleigh homeless needs, local and global food security, food availability and sustainability, etc.

- Responsible for raising awareness, educating and promoting involvement with agencies addressing hunger & homelessness issues within the NC State campus community.
- Promote existing campus clubs and non-profit agencies related to hunger & homelessness.
- Chair the Hunger & Homelessness Issues Committee (made up of any NC State student)
 - Recruit a minimum of 10 committee members
 - Plan and execute programs and events that meet student and community needs
 - Provide inclusive, interactive and educational opportunities and experiences to the campus community on hunger & homelessness
 - Recruit, train and support program coordinators (for new and existing programs)
 - Lead special projects as assigned

Existing Programs:

- Society of St. Andrews Gleaning Volunteer Project (November)
- Hunger & Homelessness Awareness Week
 - H&H Food and Clothing Drive
 - OxFam Hunger Banquet
- Serve as the registered chapter of "Universities Fighting World Hunger"

Proposed Programs:

- IFFS – Backpack Program (Monthly Volunteer Event)
- World Food Day Event (October 16)
- Stop Hunger Now Meal Parties

Skills Desired:

Administrative leadership, communication, listening, event planning, conflict management, time management, motivation, creativity, negotiation and delegation and having an open mind.

Time Requirement: Approximately 5 – 8 hours per week. More hours may be required when major programs are facilitated. Return early for Fall 2010 training.

Advisor: CJ Barnes, AmeriCorps VISTA / Community Service Coordinator **Stipend:** \$2,600 (Spring & Fall 2010)

CSLEPS Service-Leadership Team

Job Description
2009 – 2010



Position: **Director of Leadership Development**
Office Location: 3115 Talley Student Center
Phone Number: (919) 515-9248
Report To: Center for Student Leadership, Ethics & Public Service

Eligibility Requirements:

- All candidates must meet NC State regulation 11.55.6 on Student Leadership. Read more at: http://www.ncsu.edu/policies/student_services/campus_activities/REG11.55.6.php
- Preference will be given to rising juniors for the 09-10 and 10-11 academic year. Graduate students are welcome to apply as well.
- Beginning fall of 2010 candidates must be an active member of a CSLEPS committee for at least 1 semester to be eligible
- Experience / participation in leadership training and / or community service is desired but not required.

General Responsibilities:

- Attend all Service-Leadership Team staff meetings
- Attend the Service-Leadership Team Fall Training and Spring Retreat
- All members of the Service-Leadership Team will serve as CSLEPS ambassadors by working tabling events, information fairs, speaking to classes and clubs as needed. Serve as an extension of the CSLEPS full time staff by working major programs and events as needed (i.e.: Service NC State, Fall Ethics Speaker, Spring Role Model Leaders Forum, ASB Reveal & ASB Celebration Events, Butler Leadership Banquet, etc.)
- Support other committee's campus wide events and serve as an event staff person if needed.
- **Members will serve as a "director" of a specific theme area.**

Major Tasks:

Educate and raise awareness about leadership including but not limited to: leadership skill development, campus leadership opportunities and resources, connection with career goals and marketability, etc.

- Responsible for raising awareness, educating and promoting leadership development within the NC State campus community.
- Serve as the marketing and advertising team for the following CSLEPS Programs: Leadership In Action Program, the Visionary Leaders Certificate Program, the Leadership Development Series, and LeaderShape Institute. Work with program directors / coordinators to advertise programs.
- Chair the Leadership Development Program Committee (made up of any NC State student)
 - Recruit a minimum of 10 committee members
 - Plan and execute programs and events that meet student and community needs
 - Provide inclusive, interactive and educational opportunities and experiences
 - Recruit, train and support program coordinators (for new and existing programs)
 - Lead special projects as assigned

Implement the follow Existing Programs and create sub-committees as needed:

- Present the Leadership Development Series Workshop #116 "Leadership Practices Inventory" three times a semester
- Small & Large Group Team Builder Facilitation for clubs and community groups
- Role Model Leaders' Forum Selection & Host Committee (per budget availability)
- Fall Ethics Speaker Selection & Host Committee (per budget availability)

Skills Desired:

Administrative leadership, communication, listening, event planning, conflict management, time management, motivation, creativity, negotiation and delegation and having an open mind.

Time Requirement: Approximately 5 – 8 hours per week. More hours may be required when major programs are facilitated. Return early for Fall 2010 training.

Advisor: Adam Culley, CSLEPS Assistant Director

Stipend: \$2,600 (Spring & Fall 2010)

CSLEPS Service-Leadership Team

Job Description
2009 – 2010



Position: **Director of Community Outreach**
Office Location: 3115 Talley Student Center
Phone Number: (919) 515-9248
Report To: Center for Student Leadership, Ethics & Public Service

Eligibility Requirements:

- All candidates must meet NC State regulation 11.55.6 on Student Leadership. Read more at: http://www.ncsu.edu/policies/student_services/campus_activities/REG11.55.6.php
- Preference will be given to rising juniors for the 09-10 and 10-11 academic year. Graduate students are welcome to apply as well.
- Beginning fall of 2010 candidates must be an active member of a CSLEPS committee for at least 1 semester to be eligible
- Experience / participation in leadership training and / or community service is desired but not required.

General Responsibilities:

- Attend all Service-Leadership Team staff meetings
- Attend the Service-Leadership Team Fall Training and Spring Retreat
- All members of the Service-Leadership Team will serve as CSLEPS ambassadors by working tabling events, information fairs, speaking to classes and clubs as needed. Serve as an extension of the CSLEPS full time staff by working major programs and events as needed (i.e.: Service NC State, Fall Ethics Speaker, Spring Role Model Leaders Forum, ASB Reveal & ASB Celebration Events, Butler Leadership Banquet, etc.)
- Support other committee's campus wide events and serve as an event staff person if needed.
- **Members will serve as a "director" of a specific theme area.**

Major Tasks:

Educate, raise awareness and volunteer on behalf of general community issues. Suggestions include health issues, elder issues, animal welfare and rights issues, literacy and English as a second language.

- Promote existing volunteer opportunities with non-profit agencies related to needs of community members.
- Chair the Community Outreach Programming Committee (made up of any NC State student)
 - Recruit a minimum of 10 committee members
 - Plan and execute programs and events that meet student and community needs
 - Provide inclusive, interactive and educational opportunities and experiences
 - Recruit, train and support program coordinators (for new and existing programs)
 - Lead special projects as assigned
 - Suggestions:
 - HEALTH ISSUES: Educate and raise awareness about local and global health issues
 - ELDER ISSUES: Connect NC State students to those who are "old but young at heart"
 - ANIMAL RIGHTS ISSUES: Educate, raise awareness, and volunteer on behalf of animal welfare and rights issues, animal testing issues and advocacy, volunteering at the SPCA and area shelters, advocacy issues, dietary choices for ethical reasons, fundraisers for local no-kill shelters, etc
 - LITERACY ISSUES: Educate and raise awareness about youth literacy and English as a Second Language issues in our schools and community

Skills Desired:

Administrative leadership, communication, listening, event planning, conflict management, time management, motivation, creativity, negotiation and delegation and having an open mind.

Time Requirement: Approximately 5 – 8 hours per week. More hours may be required when major programs are facilitated. Return early for Fall 2010 training.

Advisor: CJ Barnes, AmeriCorps VISTA / Community Service Coordinator

Stipend: \$2,600 (Spring & Fall 2010)

CSLEPS Service-Leadership Team

Job Description
2009 – 2010



Position: Director Global Awareness Issues
Office Location: 3115 Talley Student Center
Phone Number: (919) 515-9248
Report To: Center for Student Leadership, Ethics & Public Service

Eligibility Requirements:

- All candidates must meet NC State regulation 11.55.6 on Student Leadership. Read more at: http://www.ncsu.edu/policies/student_services/campus_activities/REG11.55.6.php
- Preference will be given to rising juniors for the 09-10 and 10-11 academic year. Graduate students are welcome to apply as well.
- Beginning fall of 2010 candidates must be an active member of a CSLEPS committee for at least 1 semester to be eligible
- Experience / participation in leadership training and / or community service is desired but not required.

General Responsibilities:

- Attend all Service-Leadership Team staff meetings
- Attend the Service-Leadership Team Fall Training and Spring Retreat
- All members of the Service-Leadership Team will serve as CSLEPS ambassadors by working tabling events, information fairs, speaking to classes and clubs as needed. Serve as an extension of the CSLEPS full time staff by working major programs and events as needed (i.e.: Service NC State, Fall Ethics Speaker, Spring Role Model Leaders Forum, ASB Reveal & ASB Celebration Events, Butler Leadership Banquet, etc.)
- Support other committee's campus wide events and serve as an event staff person if needed.
- **Members will serve as a "director" of a specific theme area.**

Major Tasks:

Educate and raise awareness about global social justice issues such as:

1. Free Trade Movement,
 2. Affects of War
 3. Immigration and Refugee issues
 4. HIV/AIDS Pandemic / TB / Malaria
 5. Global Economics
 6. Food insecurity, etc.
- Promote existing campus clubs and non-profit agencies related to an assigned theme.
 - Chair the Global Issues Programming Committee (made up of any NC State student)
 - Recruit a minimum of 10 committee members
 - Plan and execute programs and events that meet student and community needs
 - Provide inclusive, interactive and educational opportunities and experiences
 - Recruit, train and support program coordinators (for new and existing programs)
 - Lead special projects as assigned

Skills Desired:

Administrative leadership, communication, listening, event planning, conflict management, time management, motivation, creativity, negotiation and delegation and having an open mind.

Time Requirement: Approximately 5 – 8 hours per week. More hours may be required when major programs are facilitated. Return early for Fall 2010 training.

Advisor: Mike Giancola, CSLEPS Director

Stipend: \$2,600 (Spring & Fall 2010)